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May 20, 2014

PROPOSAL INVITATION

PROPOSAL #619144

Sealed Proposals (**Proposal #619144**) to **Provide Custodial Services for the County of Stafford** will be accepted until **4:00 P.M., Thursday, June 19, 2014**, at which time they will be opened in the Purchasing Office, Stafford County Administration Center, 1300 Courthouse Road, Stafford, Virginia.

Please be observant of all Proposal instructions and specifications. Should any questions arise concerning this Proposal, contact the Purchasing Office at (540) 658-8611.

Stafford County reserves the right to accept or reject, in whole or part, any and all Proposals and to waive informalities.

Anita Perrow
Purchasing Manager



GENERAL INSTRUCTIONS

1. Mail or deliver Proposals to the Stafford County Purchasing Office, Stafford County Administration Center, 1300 Courthouse Road, P.O. Box 339, Stafford, VA 22555-0339.
2. Submit one (1) original, clearly marked, and four (4) copies of the Proposal before the opening time stated in the Proposal Invitation.
3. All Proposals must be signed in ink by authorized principals of the firm and must be received in sealed envelopes with the statement, **"Proposal Enclosed" and the Proposal number typed or written in the lower left hand corner.**
4. Stafford County reserves the right to accept or reject, in whole or part, any and all Proposals received and to waive informalities.
5. Proposals must be received on or before **4:00 P.M., Thursday, June 19, 2014, in the Purchasing Office**, with attendance limited to the Evaluation Committee. No late Proposals will be accepted. **It is the Vendor's responsibility to ensure delivery to the proper receiving location.**
6. The successful Offeror or Offerors will be notified immediately upon acceptance of their Proposal.
7. Proposals shall be binding for ninety (90) days following the Proposal opening date.
8. Propriety information will not be disclosed during the selection process.
9. Comments concerning specifications or other provisions of this Contract are welcome and can be received and considered prior to the time set for receipt of the Proposals.
10. Each Offeror is required to state in the Proposal, their name and place of residence and the names of all persons interested with him; in case of a corporation, the names of other than the president and secretary need not be given. References shall be furnished to establish the skill and business standing of the Offeror.
11. Exceptions to the specifications or general instructions must be in writing and submitted with the Proposal form.
12. Pursuant to Code Section 2.2-4330 of the Code of Virginia, as amended, the contracting authority has elected to use the procedure for Proposal withdrawal numbered (I), which reads as follows:

The Offeror shall give notice in writing of his claim of right to withdraw his Proposal within two (2) business days after the conclusion of the Proposal opening procedure.

13. No Proposals may be withdrawn after the ultimate closing time set for the receipt of Proposals for a period of ninety (90) days, except as provided in Paragraph 12, above.
14. The Contractor shall maintain insurance to protect Stafford County from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damage to property which may arise from operation under this Contract, whether such operations by the Contractor, or anyone directly or indirectly employed by either Contractor or Subcontractor, such insurance to conform to the amounts as prescribed by law:

The insurance requirements are as follows:

The successful Contractor assumes and agrees to hold harmless, indemnify, protect and defend Stafford County against any and all liability for injuries and damages to Contractor himself and to Contractor's employees, agents, Subcontractors and guest, third parties or otherwise, incident to or resulting from any all operations performed by Contractor under the terms of this Contract.

In addition to any other forms of insurance for Bonds required under Contracts and specifications pertaining to this project, Stafford County shall require any Vendor to whom or to which it lets any work contemplated hereunder to carry Public Liability Insurance in accordance with the specifications on the following exhibit and a Certificate of Insurance attesting to these required coverages. If any of the work is sublet, similar insurance shall be obtained by or on behalf of the Subcontractor to cover their operation.

The insurance specified shall be with an insurance company acceptable to the parties hereto and licensed to do business in the State of Virginia. All insurance must be obtained before any work is commenced and kept in effect until its completion.

Minimum insurance requirements are as follows:

1. Workers' Compensation
2. Automotive Liability: Bodily injury and property damage insurance shall have limits of \$2,000,000 combined single limits.
3. Comprehensive General Liability:

Bodily injury liability insurance shall have limits of \$2,000,000 per occurrence.

Property damage liability insurance shall have limits of \$2,000,000 per occurrence.

The County of Stafford, its officers and employees shall be named as an "Additional Insured" on the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage "is primary to all other coverage the County may possess."

15. Offeror's Questions, Addenda and Interpretations

- A. Offerors shall promptly notify the Owner of any ambiguity, inconsistency or error that they may discover upon examination of the solicitation and Contract Documents or of the site and local conditions. No interpretation of the meaning of the contract documents will be made to any Offeror orally.
- B. Every request for such interpretation should be in writing addressed to Deborah Williams, County of Stafford, PO Box 339, Stafford, VA 22555-0339, dwilliams@staffordcountyva.gov, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the Proposals.
- C. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Proposal Documents which, if issued, will be in the form of written Addenda which, will be available on the Stafford County Website (<http://staffordcountyva.gov/Bids.aspx?CatID=23>), no later than five (5) days prior to the date fixed for the receiving of Proposals. The Owner will not be responsible for any other explanations or interpretations of the proposed documents. Failure of any Offeror to receive any such Addendum or interpretation shall not relieve any Offeror from any obligation under his Proposal as submitted. All Addenda so issued shall become part of the Contract Documents.
- D. If the Offeror (or any person proposing to Offeror and/or subsequently in Contract with the Offeror, relating to the subject project) knows, or should have known, that an ambiguity, discrepancy, error, omission or conflicting statement exists in the Contract Documents, said Offeror has an obligation to seek a clarification thereof from the Owner prior to the Proposal opening. The Owner will welcome such a clarification request, and, if deemed necessary by the Owner, the Owner will issue a written addendum clarifying the matter in question. Should the Offeror fail to seek such a clarification prior to the Proposal opening, the Proposer thereby waives, and agrees to indemnify and hold the Owner harmless from, any claim, suit or cause of action arising out of or related to such ambiguity, discrepancy, error, omission or conflicting statement which the Offeror (and any person bidding to Offeror and/or subsequently in contract with Offeror, relating to the subject project) knew or should have known existed at the time of Proposal.

Each Offeror shall ascertain prior to submitting his Proposal that he has received all Addenda issued, and he shall acknowledge receipt and inclusion in his proposal of all Addenda.

16. This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia Section 2.2-4343.1 or against any Offeror because of race, religion, sex, national origin, age, disability, or any other basis prohibited under state law relating to discrimination in employment.

17. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
18. Each Offeror shall certify, upon signing a Proposal, that to the best of his knowledge no County of Stafford official or employee having official responsibility for the procurement transaction, or member of his/her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.
19. Debarment

By submitting a Proposal, the Offeror is certifying that they are not currently debarred by the County of Stafford. The County of Stafford's debarment procedure is in accordance with Section 2.2-4321 of the Code of Virginia.
20. Immigration Reform and Control Act of 1986

By accepting a Contract award, the Vendor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens
21. Use of Contract by Other Government Entities
 - A. Offerors are advised that all resultant Contracts will be extended, **with the authorization of the Offeror**, to Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting Contract. If any other jurisdiction decides to use the final Contract, the Contractor must deal directly with that jurisdiction of political subdivision concerning the placement or orders, issuance of the Purchase Order, contractual disputes, invoicing and payment. Stafford County Public acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a Contract to any jurisdiction will have no effect on consideration of your Bid/Proposal.
 - B. It is the responsibility of the awarded Vendor to notify the jurisdictions and political subdivision of the availability of the Contract.

- C. Other public bodies desiring to use this Contract must make their own legal determination as to whether the use of this Contract is consistent with their laws, regulations, and other policies.
- D. Stafford County shall not be held liable for any costs or damage incurred by another public body as a result of any award extended to that public body by the Contractor.
- E. Each public body has the option of executing a separate Contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the Contract's terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

22. Offeror Disclosure

Each Offeror shall certify, upon signing a Bid or Proposal, that to the best of his knowledge no Stafford County official or employee having official responsibility for the procurement transaction, or member of his/her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.

23. Proof of Authority to Transact Business in Virginia

A Bidder or Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its Bid or Proposal the identification number issued to it by the State Corporation Commission. Any Bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its Bid or Proposal a statement describing why the Bidder or Offeror is not required to be so authorized. Any Bidder or Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator (https://cisiweb.scc.virginia.gov/z_container.aspx).

24. W-9 Form

Each Bidder or Offer will submit a completed W-9 form with their Bid. In the event of a Contract award, this information is required in order to issue Purchase Orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

25. The Contents of the Proposal submitted by the successful Offeror and the Proposal Specifications shall become a part of any Contract awarded as a result of these specifications. The successful Vendor will be expected to sign a “Standard Contract for Services” with the Stafford County Board of Supervisors. Additional terms and provisions will be included in the Contract.

PART 1 - INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. Preparation and Submittal of Proposals

- a. All Proposals shall be signed in ink by authorized personnel of the firm.
- b. All attachments to the Proposals requiring execution by the firm are to be returned with the Proposals.

2. Contract Period and Withdrawal of Proposals

- a. The Offeror may withdraw his Proposal from consideration if the service proposed was substantially different than the other Proposals due solely to a mistake therein, provided the Proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgmental mistake, and was actually due to an unintentional arithmetic error, or an unintentional omission of a quantity of work, labor, or materials made directly in the compilation of the Proposal, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents, and materials used in the preparation of the Proposal sought to be withdrawn.
- b. The following is the procedure for withdrawal of Proposals:
 - (1) The Offeror must give notice in writing of his claim of the right to withdraw his Proposal within two (2) business days after the conclusion of the Proposal opening procedure.
 - (2) No Proposal may be withdrawn under this section when the result would be the awarding of the Contract on another Proposal of the same Offeror.
 - (3) No Offeror who is permitted to withdraw a Proposal shall for compensation, supply any material or labor to or perform any Subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Proposal was submitted, without the approval of the Chief Financial Officer. The person or firm to whom the Contract was awarded and the withdrawing Offeror is liable to Stafford County in an amount equal to any compensation paid to, or for the benefit of, the withdrawing Offeror without such approval.

3. Miscellaneous Requirements

- a. The County will not be responsible for any expenses incurred by a firm in preparing and submitting a Proposal. All Proposals shall provide a straight-forward concise delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

- b. Offerors who submit a Proposal in response to this RFP may be required to make an oral presentation of their Proposal. The Director of Parks, Recreation and Community Facilities will schedule the time and location for this presentation.
- c. The contents of the Proposal submitted by the successful Offeror and this RFP will become a part of any Contract awarded as a result of these specifications. The successful Offeror will be expected to sign a Contract with the County. Additional terms and provisions will be included in the Contract.
- d. The County reserves the right to reject any and all Proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the County. Firms whose Proposals are not accepted will be notified in writing.
- e. The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the previous consent and approval in writing by the County.

4. Form of Proposals

Interested firms are cautioned to provide in their Proposal as much detail as possible pertaining to their firm's capabilities, experience, and approach to the tasks outlined in this Proposal.

5. Clarification of Proposals

Stafford County reserves the right to contact Vendors individually for the purpose of clarifying Proposals.

6. Vendor Incurred Costs

Stafford County is not liable for any cost incurred by Vendors prior to issuance of an Agreement, Contract, or Purchase Order.

7. Right to Cancellation

Award to the selected Vendor will be made under a Contract arrangement cancelable after the first year or at the end of a fiscal year in the event that continuing funds are not appropriated.

8. Vendor Declaration

The Vendor must state that its Proposal was made without connection with any other person, company, or parties making a similar Proposal and that it is in all respects fair and in good faith without collusion or fraud.

9. Terminology

Terminology used in this request for Proposal might imply or denote a particular Vendor. The terminology used and the organization of the RFP is not intended to be restrictive in any way. Appropriate interpretation of the intent of the RFP should be made by the Vendor in these situations.

10. Licensing Agreement

Any licensing agreement required by the Vendor must be fully described.

11. Proposal Property of County

All Proposals submitted in response to this RFP become the property of the County. Supporting technical manuals will be returned at the request of the Vendor.

12. Confidentiality

All Proposals will be available for inspection by interested parties following the final selection date. If a Vendor wishes that any parts of his Proposal to remain confidential, he should state so clearly.

13. Addenda

Any Addenda to these documents shall be issued in writing; no oral statement, explanations, or commitments by whomsoever shall be of any effect unless incorporated in the Addenda.

14. Contracting

Upon award of the Contract, the RFP and the successful Offeror's Proposal will become part of the Contract. The County intends to enter into a Contract which best serves the interests of the County and will require the Vendor to enter into the County's "STANDARD CONTRACT FOR SERVICES".

PART 2 - SPECIAL CONTRACT TERMS AND CONDITIONS

1. The extent and character of the work to be accomplished by the firm shall be subject to the general control and approval of the County Administrator or his authorized representative. The firm shall not comply with requests and/or orders issued by other than the Administrator's representative acting within their authority for the County.

2. Subcontractors

The firm shall identify all proposed Subcontractors who will be furnishing services under the terms of his Proposal. Subcontractors shall conform, in all respects, to the applicable provisions specified for the prime Contractor and shall further be subject to approval by the County.

3. Termination

Subject to the provisions below, the Contract may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this Contract may be extended upon written approval by the County until said work or services are completed and accepted.

- a. Termination for Convenience

In the event that this Contract is terminated or canceled upon request and for convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

- b. Termination for Cause

Termination by the County for cause, default, or negligence on the part of the Contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

4. User List

Vendors are required to furnish the issuing office with a list of all locations in local governments in Virginia and nearby states that are using the same service and the name, address, and telephone number of a contact person.

5. Exceptions

Any and all exceptions to the specification included in this RFP must be fully detailed and explained on a separate schedule outlined "Exceptions to RFP". Should the Vendor not indicate and explain all exceptions, his Proposal may be rejected.

6. Proposal Selection

Contract(s) will be awarded by Stafford County to the lowest responsive and responsible Vendor(s) whose Proposal conforms to this request and is most advantageous to Stafford County, price, and other factors considered.

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

SCOPE OF WORK

PROPOSAL #619144

I. TERM OF CONTRACT

The intent of the County is to solicit Proposals to enter into one (1) or multiple Agreements with selected Contractor(s) to provide Custodial Services for various locations within Stafford County as determined to serve the interests of Stafford County.

The Fee Proposal as negotiated prior to Contract award (if required) shall become the final price under the terms of this Contract for the initial term of the Contract twelve (12) months. The Contract resulting from this Proposal shall commence upon the date of Contract execution, on or about October 1, 2014, by both parties through June 30, 2015 and at that time the existing Contracts shall be renewed and can be extended for the initial period of one (1) year (twelve (12) months). The County shall have the option of renewing this Contract for four (4) additional one (1) year periods. The decision to renew shall be solely the County's. Notice of intent to renew shall be made at least three (3) months prior to normal Contract expiration. The County and the selected Contractor shall reconfirm or renegotiate the unit rates prior to the Contract renewal. If renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an Amendment to this Contract and such Amendment shall not become effective until fully executed by both parties. This notice shall not be deemed to commit the County to a Contract renewal.

The County will have the option to add/delete any additional facility with like restrictions at the current rate during the term of this Contract as any location becomes available.

In the event the County does not opt to renew the Contract as stated above; or the County and Contractor are unable to reconfirm or renegotiate unit rates for another year, the County shall have the option of extending this Contract at the current rates, one (1) month at a time, not to exceed six (6) months total.

It should be noted that a multiyear Contract may be continued each fiscal year only after funding appropriations have been granted by the Stafford County Board of Supervisors. In the event that the Stafford County Board of Supervisors does not grant the necessary funding appropriation, the affected multiyear Contract becomes null and void, effective July 1 of the fiscal year for which such approvals have been denied.

II. LOCATION/NORMAL WORKING HOURS

See Attachment A for locations.

The normal working hours will be Monday through Friday from 4:30 P.M. until ALL is complete, except for Porter Library, which will be cleaned seven (7) days a week, England Run Library, Monday through Saturday, and the Gymnastics Center, Sunday through Friday.

III. SCOPE OF WORK

The successful Contractor shall maintain a local office with a local telephone number and fax machine that is open for routine business during normal working hours. The successful Contractor shall also maintain an e-mail address that is checked at a minimum of three (3) times daily for messages. The successful Contractor shall have emergency numbers that the County may use to contact the Contractor on a twenty-four (24) hour/seven (7) day basis. Answering machines are not acceptable. The County may need to call for emergency services following a flood due to a broken pipe or other situations, for example. The Contractor shall respond verbally within thirty (30) minutes of being contacted and shall report to the job site, with tools, ready to work within four (4) hours of notification.

The Contractor is notified that activities, functions, and reports either directly or indirectly in support of this Contract are subject to both scheduled and unscheduled audits. The County reserves the right to provide special project services contained in this Scope of Work utilizing County employees or other Contractors. For example, if Contractor's Proposal for carpet shampooing is excessive, the County may elect to provide carpet-shampooing services utilizing other Contractors or County employees.

Below is a breakdown of the square footage to be cleaned by the Contractor:

Location	Square Feet
Administration Center	80,700
Animal Control	2,100
Stafford County Courthouse	68,943
Porter Library	29,520
R-Board	1,300
Social Services	2,400
Utilities, Field Ops, & Warehouse	8,800
Utilities Administration Offices	7,000
Chichester Building	15,000
Gymnastics Center	25,584
England Run Library	30,488
Total	271,805

IV. CONTRACTOR'S RESPONSIBILITIES

Employees

The Contractor shall be responsible for ensuring there are a sufficient number of qualified employees to properly, operate, and maintain the facilities.

All matters pertaining to the employment, supervision, compensation, insurance, promotion, and discharge of such employees are the responsibility of the Contractor, which is in all respect, is the employer of such employees.

The Contractor shall in all its dealings make it clear that it is an independent Contractor and that its employees are not agents, representatives, or employees of the County. Contractor's personnel shall not smoke, possess alcohol, or illicit drugs on County property, nor shall they report to work under the influence of alcohol or illicit drugs. The County shall require the dismissal from work any Contractor's employee who is identified as a potential threat to the health, safety, security, general well being, or operations of the facility and its population.

All employees must be U.S. Citizens or possess documents that allow them to be employed and work in the United States.

Contractor personnel shall at all times during performances of duties under this Contract maintain a level of personal appearance and hygiene commensurate with the duties being performed.

The Contractor shall employ supervisory personnel who are competent, knowledgeable, experienced, and who have had previous supervisory experience. The Contractor shall carefully interview, screen, and reference check all personnel.

The Contractor agrees that, once assigned to work under this Contract, key personnel (supervisors) shall not be removed or replaced without written notice to the Director of Parks, Recreation and Community Facilities. Provide your firm's staff turnover rate. The County seeks to have a staff turnover rate not to exceed twenty percent (20%) annually. Vacated positions must be permanently filled within five (5) working days. Absence of full staffing does not except the Contractor from performing all required tasks. The Contractor must provide a standby crew which have the proper credentials, are trained on site requirements, and are capable of performing all tasks to fill in for employee absences.

V. GENERAL SUPERVISION

The Contractor shall provide a qualified supervisor as their primary administrator for this Contract. This person shall be designated in writing by the Contractor who has

complete authority to act for the Contractor during the term of the Contract and who is authorized to accept inspection reports and all other correspondence on behalf of the Contractor.

Supervisor(s) must be proficient in English to be able to communicate both orally and in writing to carry out the requirements of the Quality Control Plan (Attachment C). All employees and representatives of the Contractor's company must be fluent enough in the English language to read and understand chemical labels and signs as well as converse intelligibly with County management and other personnel. This requirement applies to both new and replacement Supervisors. **The County reserves the right to conduct interviews and have final approval of all prospective Supervisors.**

The Contractor shall provide the County with telephone numbers, which the County may use at any time to directly, contact the Contractor. The Contractor will immediately notify the County of any change in these numbers. The Contractor shall provide the County with an emergency call list, which the County will use to contact the Contractor personnel directly in the event of an emergency. For emergency situations, managers or supervisors must be accessible twenty-four (24) hours a day and respond to a call from the County within thirty (30) minutes.

The Contractor shall ensure that all employees are capable employees, experienced and/or trained, capable of demonstrating adequate knowledge of chemicals, tools, equipment. Techniques, safety, and cleaning standards required to completely perform the work. The Contractor must have employees that are specifically trained in the handling of blood borne pathogens pursuant to OSHA 29CFR Part 1910. Furthermore, the Contractor shall have supervisory personnel that are trained in this specific area to provide support for untrained Contractor employees.

Contractor personnel shall not permit friends, children, relatives, or others not performing services under this Contract to visit, accompany, or otherwise interface with them while at the work site. Contractor personnel shall refrain from using County telecommunications equipment, photocopiers, or other equipment not necessary to the completion of assigned duties.

Contractor's personnel shall not open desk drawers, file cabinets, or other office file storage areas, nor shall they read, copy, alter, or otherwise tamper with any papers, books, files, or other material as may be found in or around office areas.

Contractor's employees will turn off the lights and ensure windows and doors are secured when they leave an area or the premises. Any alarm systems shall be properly activated for building security.

The Contractor will replace consumable items at various stations as necessary. Consumable items such as wastebasket liners, hand towels, toilet tissue, toilet seat covers, hand soaps, deodorant bars for toilets and urinals, air fresheners, etc. all provided by the County.

All employees are to wear identification badges provided by the Contractor designating Contracting firm's name, name of employee, and current photo of employee. Employees must wear a company uniform with company name on the uniform shirt or apron.

Contractor shall provide names, date of birth, address, race, gender, and social security numbers for all employees, or other personnel who will be providing services under the Contract. The County will forward this information to the Stafford County Sheriff's Office for a criminal history check for all personnel working on County property. The Sheriff's Office shall treat all information obtained as confidential. However, approval or disapproval will be stated. Personnel disapproved by the Sheriff's Office shall not be used to provide services under this Contract. A minimum of two (2) weeks must be allowed for the Sheriff's Office to conduct the background investigation.

All employees working under this Contract for any location shall be subject to a background and fingerprint check. The Sheriff's Office will conduct the checks at the County's expense. This check is required for all levels, including any substitute workers. No substitute worker will start work until the identification badge of the previous employee has been returned. There will be a five dollar (\$5.00) replacement fee for any identification badge lost by the Contractor's employee. All employees of the Contractor shall be bondable under the company name and proof of bonding shall be submitted with executed Contract.

VI. LOGBOOK

A logbook shall be maintained daily by the custodial supervisor at each County facility, and kept on the premise, in which an accurate record shall be made of any deficiencies that have occurred throughout any County building that requires the attention of Parks, Recreation and Community Facilities. The Contractor's employee that performs the nightly inspection of the facility shall sign the logbook indicating the date and time of the inspection tour.

The logbook at each facility shall be signed and dated daily by each Contractor employee and must contain the following information as a minimum:

1. Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
2. Any property or equipment not in a serviceable or operating condition, listed by description and location. To include burned out light bulbs, etc.
3. Damage, vandalism, broken windows, and graffiti, listed by description and location.

4. Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be handled directly between the Contractor's foreman and the Director of Parks, Recreation and Community Facilities or his designee. A summary of the incident and resolution shall be contained in the daily log.
5. All Contractor employees must log in and out on the daily report log. Failure to comply will result in non-payment for man-hours not reported.

Unsatisfactory performance — If work performed is unsatisfactory, the Director of Parks, Recreation and Community Facilities or an authorized representative will immediately notify the Contractor(s).

VII. KEY CONTROL

Keys, interior and/or exterior keys, are to be issued by the Director of Parks, Recreation and Community Facilities or his designee at the beginning of a shift and returned at the end of a shift. The Offeror should describe their method of ensuring that all keys issued to the Contractor by the County are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the County. The Offeror should also include how all lock combinations and alarm codes are not revealed to unauthorized persons.

The Contractor may be required to replace, re-key, or reimburse the County for replacement of locks or re-keying as a result of Contractor losing keys. In the event a master key is lost, stolen or duplicated, the County shall replace locks and keys for that system at the Contractor's expense.

The Contractor shall report the occurrence of a lost or stolen key to the County immediately.

It is the responsibility of the Contractor to prohibit the use of keys issued by the County by any persons other than the Contractor's employees. It is also the responsibility of the Contractor to prohibit the opening of locked areas by the Contractor's employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas.

VIII. SPECIAL PROJECTS

Special projects are those tasks that are not performed on a routine scheduled basis. Special projects are to be performed only when the Contractor is so directed by the County. Costs of special projects are to be provided separate from costs for routine cleaning and are to be invoiced on an individual basis.

IX. STANDARDS OF PERFORMANCE

(See Attachment X for Frequency)

1. Sweeping Standards

After completion of sweeping, floors shall show no dust or dirt, dirt streaks, scuffmarks, paper clips, staples, paper, confetti, insects, or any other foreign objects. This includes areas behind or under furniture, benches, worktables, doors, corners, or any other object that is not installed or securely fastened in place. Baseboards, furniture, walls, and equipment shall not be disfigured or smeared by tools and materials used in performance of the work. All furniture and other equipment moved during the sweeping process shall be replaced at completion of the work.

Resilient and wood floors shall be swept with clean, chemically treated mops.

Gum and similar substances shall be removed within forty-eight (48) hours.

Sweeping compounds shall not be used on "Waxed" floors.

Sweeping shall be required behind or under moveable furniture, including chairs, waste paper baskets, floor fans, etc.

Policing shall consist of picking up small pieces of paper, paper clips, staples, confetti, shreds of paper, cups, cigarette butts, etc.

2. Mopping Standards

Floors, baseboards, kick plates, and floor/chair mats, shall be clean and free from film, mop streaks, and scuff marks, including hard reaching places. Gum, oil, food, and similar substances shall be completely removed within forty-eight (48) hours.

Water seepage under baseboards, bumping baseboard corners of furniture, and splashing water on walls, baseboards, or furniture shall not be permitted.

3. Rest Room Cleaning Standards

Every toilet, urinal, shower, lavatory, mirrors, restroom partition, dispensers and sink, associated fixtures and floors, shall be properly cleaned, wiped, mopped, and disinfected each day.

Toilet bowl exteriors shall be washed, disinfected, and wiped clean. All water scale shall be removed immediately. If there is a problem with the toilet, please note this discrepancy in the log. Toilet bowl interiors and underside of rims shall be cleaned thoroughly with an acceptable toilet bowl cleaner. Toilet brush cleaning of

interiors of toilet bowls shall include working the brush as far into the trap as it will reach. Toilets shall be flushed after cleaning to rinse. Toilet seats shall be cleaned with germicidal detergent.

Urinal exteriors and adjacent walls shall be washed, disinfected, and wiped clean. All water scale shall be removed immediately. If there is a problem with the urinal, please note this discrepancy in the log. Urinal interiors and underside of rims shall be cleaned thoroughly with a toilet bowl cleaner. Urinals shall be rinsed after cleaning. Chrome-plated hardware shall be cleaned to a high luster finish.

Restroom floors shall be washed with suitable disinfectant cleanser and ample solutions to thoroughly clean the floor. All water scale shall be removed immediately. If there is a problem with any toilets, showers, fixtures, or urinals please note the discrepancy in the log.

This washing shall be done well enough to insure that all dirt, scuffs, and mildew will be removed with special care given to all edges and corners. The floor shall be thoroughly rinsed and dried after each cleaning. The drain p-trap shall be kept sufficiently filled to combat any bad odors.

Restroom mirrors, shelves, and miscellaneous fixtures shall be cleaned thoroughly, using non-abrasive cleaner.

Walls and toilet partitions shall be washed with a neutral cleaner. Grout joints shall also be kept clean. This shall be done to keep the walls and partitions free from streaks and soap film with a high luster finish. All graffiti shall be removed immediately.

4. Dusting Standards

All horizontal or vertical dusts collecting surfaces from ceiling to floor shall be free from dust. This includes: fire extinguishers, fire extinguisher boxes, ledgers, plaques, pictures, light, ceiling fans, window blinds, supply and return air registers, and grills. After dusting is completed, dust shall be removed and not scattered around the room.

The Contractor will be responsible for the cleaning or dusting of employee's work surfaces, such as, desks, credenza's, bookshelves, tops of wall partitions, computer stations, drafting tables, and any other clear/open surfaces.

High dusting areas are defined as areas that can be reached by a ten (10) foot ladder or with a sixteen (16) foot extension pole. If dusting does not accomplish the task of cleaning the object, please see wiping standards.

5. Wiping Standards

The Contractor will be responsible for wiping counter tops, kitchen sinks, waste receptacles, tables, benches, and vinyl chairs, light switches, doors, door handles, door edges and any other items that need wiping.

6. Metal Cleaning Standards

The Contractor will be responsible for insuring that all metal surfaces are without deposits or tarnish and must have a uniformly bright appearance. The cleaner used shall be removed from all adjacent surfaces.

7. Glass Cleaning Standards

Glass will be considered clean when all glass surfaces (inside and out) are without streaks, film, and deposits and stains, and have a uniformly bright appearance, and adjacent surfaces wiped clean.

8. Disposal Standards

The Contractor will be responsible for all trash receptacles to include, wastepaper baskets, trashcans, boxes, and bursters. The above receptacles shall be checked, and emptied daily. The above receptacles shall be re-lined a minimum of semiweekly or as needed. Before re-lining, waste receptacles shall be rinsed or wiped, as necessary.

Exterior smoking urns/receptacles shall be checked, sifted, and cleared of all debris on a daily basis.

9. Scrubbing and Stripping Standards

Scrubbing and stripping shall be performed using professional floor cleaning equipment. A minimum amount of water containing a neutral detergent for washing, or a tripping solution for stripping, shall be used. Hard to reach places shall be done by hand with a scrubbing brush or pad. Do not use any solution, equipment, or pads, which will damage the floors.

Water seepage under baseboards, bumping baseboards, corners of furniture, carpet and under adjacent areas and the splashing of water, wax, or similar liquid on walls, baseboards, or furniture shall not be permitted.

Floors shall be rinsed so that all film is removed including adjacent areas.

10. Finishing Standards (After Stripping)

Before applying floor finish, floors need to be clear of all scuffmarks, dirt, dust, etc. A minimum of three (3) coats of floor finish shall be applied with a clean applicator. The first coat shall be thoroughly dry before applying second coat. The topcoat, when thoroughly dry, shall be buffed in accordance with manufacturer's instructions, and buff to a hard luster finish.

No heavy accumulations of floor finish around walls, vending machines, under furniture, radiators, and doors leading to adjacent areas will be permitted. If accumulated, it shall be removed and the area refinished.

Any water, wax or finish splashed on furniture, office equipment, walls or baseboard shall be removed immediately.

11. Buffing Standards

All buffing shall be to a hard luster finish. Floors shall be maintained to a high luster finish at all times.

12. Carpet Cleaning Standards

All carpet areas shall be vacuumed as specified. Vacuum all carpet under desks, tables, chairs, wastepaper baskets, floor fans, corner edges, and behind doors. All caster furniture and light furniture shall be moved for vacuuming and replaced in its original position, taking care not to disturb work or projects.

Gum, oil, food, or any other substance shall be completely removed within forty-eight (48) hours.

Spot cleaning carpets, all spots shall be removed daily. Contractor shall use an approved carpet cleaner and spot remover. A carpet adequately spot cleaned is free of all stains, deposits, gum, and spills. Care will be taken to use a product that will not harm the carpet fibers. Carpet should be cleaned according to the included schedule.

13. OSHA Guideline Hazardous Communications

The Contractor shall comply with the OSHA Hazardous Communications Standard 29CFR1910.1200 as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor shall be responsible for meeting compliance prior to Contract acceptance and shall provide proof of program to the Property Administrator.

A. Material Safety Data Sheets – Copies of Material Safety Data Sheets for all products used must be posted. The Material Safety Data Sheets must be organized and include an index.

- B. Caution Signs – Contractor must use Caution Signs as required by OSHA guidelines. Caution Signs shall be on-site at each building location on Contract start date.
- C. Blood Pathogens – The Contractor shall comply with the OSHA Blood Borne Pathogens Standard 29CFR1910.1030 as it pertains to the training, safety and equipment needed for all employees engaged in custodial service. The Contractor is responsible for cleaning spills of bodily fluid unless it constitutes a crime scene, in which case the authorities must be notified.

X. RFP QUESTIONS

Address questions concerning contractual matters of this RFP to:

Purchasing Office
Stafford County Purchasing Office
1300 Courthouse Road
PO Box 339
Stafford, VA 22555-0339
(540) 658-8611

Address questions concerning the technical requirements of this RFP to:

Debbie Williams
Stafford County Department of Parks, Recreation and Community Facilities
1300 Courthouse Road
PO Box 339
Stafford, VA 22555-0339
(540) 658-4552

The Offeror may be requested to submit the question(s) in writing. Written responses, including questions, will be provided to all Offerors.

XI. SITE VISITS

All Offerors should make an on-site inspection to completely familiarize with the existing conditions and other factors, which may affect the work. Site visits can be arranged by appointment only. Please call Wanda Wine at (540) 658-4814 (Extension 1). No pleas of ignorance of conditions that may exist or hereafter exist as a result of the failure to make the necessary investigation shall excuse the Offeror from performance in accordance with its Proposal and the resulting Contract.

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

PROPOSAL #619144

PROPOSAL REQUIREMENTS

The information requested and the requirements of this RFP must be supplied in writing in order for the County to consider the Proposal complete.

Effect of Proposal Submission

Submission of a Proposal shall constitute an Agreement to include the provisions contained in the RFP and/or in the Offeror's Proposal in any Contract negotiated between the parties unless an exception or clarification to any such provision is clearly indicated in the Proposal labeled "Clarifications and Exceptions" and each exception or clarification specifically refers to the applicable objective or specification included in the Scope of Work.

By submitting a Proposal, the Offeror also agrees that it is satisfied from its own investigation of the conditions and requirements to be met, that they fully understands their obligation, and that it will not make any claim for or have the right to cancellation of or relief from the Contract because of any misunderstanding or lack of information.

Proposal Format Instructions

In order to enhance this process and provide each firm an equal opportunity for consideration, adherence to a standardized Proposal format is required. The format of each Proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate:

- Understanding the County's Requirements	20%
- Contractor's Approach and Work Plan	20%
- Project Team Qualifications and Experience	20%
- Firm Experience and Capabilities	15%
- References	15%
- Cost Proposal	10%

These elements parallel the basis of the County's Proposal evaluation criteria. The County is not responsible for failure to locate, consider, and evaluate qualification factors presented outside of this format. The following paragraphs provide guidelines to each Offeror for information to include in the Proposal.

1. Understanding the County's Requirements

This section should confirm the Offeror's understanding of this RFP and the planned project. In addition, it should clearly outline the scope and objectives of the proposed

assistance as it relates to the scope and objectives of the total project and the requested product deliverables. Some areas to cover in this section are:

- A. Quality of services to be provided.
- B. Anticipated level of satisfaction of the building occupants with the custodial services.
- C. Variables in the cleaning of the various buildings due to conditions of occupancy, traffic volume, building age, etc.
- D. Demonstrate a thorough knowledge of the information contained in the RFP package, including any information contained in the individual pricing sheets for the facility.

2. Contractor's Approach and Work Plan

This should be a very detailed description of what work the Contractor is going to perform. Some areas to cover in this area are:

- A. Task and frequency charts of other presentation of exactly how the Contractor plans to provide the quality of services the County desires.
- B. Are the proposed tasks and frequencies adequate to meet the County needs? Is the service program designed around customer requirements? Is the system of service delivery effective?
- C. Quality Control Programs.
- D. Inspection procedures, forms, log books, or other information pertaining to facility inspections.
- E. Estimates of labor hours to be applied to the project. There should be sections for working custodians, inspectors, supervisors, special project team members. The labor hour estimates should be provided for each individual building and in summary for the area being proposed.
- F. Wage scale, benefit packages, training programs, or other information that demonstrate the Contractor's ability to hire and keep good employees.
- G. Whether the Offeror can perform the Contract or provide the service promptly, or within the time specified without delay or interference.
- H. Describe the level of support to be provided by off-site project management. Is the site management experienced in similar projects?

- I. Do the staffing levels make sense considering the activities, tools and equipment proposed? Does the staffing plan make the best use of available labor? Are relief personnel available on short notice to cover labor shortages?

3. Project Team Qualifications and Experience

This section is for the Offeror to supply names of individuals who will be providing services under this Proposal and provide a statement of their qualifications. This should include, as a minimum, the following information:

- A. Resumes of the company owners, team leaders, inspectors, and key personnel.
- B. The ability, capacity, training, and skill of the key employees, and the working custodians to provide the services required should be included.
- C. Training programs for line custodians should be detailed. In addition to basic training, any training to ensure proper cleaning chemical usage, waste disposal, biological hazards, VOC awareness, or toxicity should be included.
- D. Include the office address of project team leaders. Are they available to attend meetings or conduct inspection tours with County personnel? Is the distance from the service provider's office adequate or will it impede provider response?
- E. Is it a long distance call to the service provider's office? Is there a fax machine and an e-mail address at the local office that is monitored during normal business hours?

4. Firm Experience and Capabilities

In this section, the Offeror should describe the firm's past experience in providing services equal in scope to what is being requested in this proposal. The capabilities of the firm to provide quality custodial services and the resources the firm has available should also be described. Some areas to cover are:

- A. References, including a point of contact, addresses and telephone numbers. The County intends to inspect the Contractor's current work in other sites. Offerors are strongly encouraged to include written letters of recommendation from past or current clients.
- B. The sufficiency of the financial resources to enable the Offeror to perform the Contract services. Are financial statements submitted a reliable source of information?
- C. The character, integrity, reliability, reputation, judgment, experience, skill, and efficiency of the Offeror.
- D. Address of the Contractor's place of business to include offices and warehouses. The County will be conducting site inspections of the Contractor's facilities.

- E. The overall size of the company. This should include the number of employees, both line and supervisory, that the company currently employs.
- F. Provide a complete list of current clients. Include the number of square feet of building space that the Contractor is currently engaged in cleaning and the number of buildings involved. This should be broken out by type of facility, such as office, warehouse, health care, private vs. government, etc. with a summary of the client base, including number of buildings, average square footage per building, cost per square foot, and totals.
- G. Length of time in business providing *services* equal to that which the County is requesting.

5. References

This section of the Offeror's Proposal should:

- A. List or describe representative clients currently served, both nationally and by the local office focusing on clients similar in size and complexity to Stafford County.
- B. Provide the current name, address, and telephone number of at least three (3) specific references (preferably local government) the company has served either currently or in the past two (2) years; preferably those where one (1) or more of the project team provided the same or similar services as request herein.

6. Cost Proposal

The Cost Proposal must be used for all pricing information and, must be completed as required. Cost must include all items such as professional time, overhead, travel, data processing, forms, printing, or other expenses included in Offeror's cost.

Prices shall be valid for a period of ninety (90) calendar days from the original due date of this RFP until such time a Contract is signed, unless extended in writing.

The County is exempt from the payment of any Federal excise tax and Virginia sales tax. However, when under established trade practice, any Federal excise tax is included in the list price, the Offeror may quote the list price and shall show separately the amount of Federal tax, as a flat sum, which shall be deducted by the County.

AWARD

Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select

the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

CUSTODIAL SERVICES FOR VARIOUS COUNTY FACILITIES

PROPOSAL #619144

Attachment A

LOCATIONS	SQUARE FEET	REQUIRED MINIMUM PERSONEL AND HOURS	COST PER SQUARE FOOT	TOTAL COST PER YEAR	EQUIPMENT & SUPPLIES	START DATE
Administration Building 1300 Courthouse Rd. Stafford Va. 22554	80,700	Monday thru Friday			County	
Animal Control 473 Eskimo Hill Rd. Stafford Va. 22554	2,100	Mon-Wed-Fri (8:00am or 4:00pm) (office area)			Contractor	
Chichester Building 1245 Courthouse Rd. Stafford Va. 22554	15,000	Monday thru Friday			County	
Stafford County Courthouse 1300 Courthouse Rd. Stafford Va. 22554	68,943	Monday thru Friday			County	
Stafford Gymnastics Center 500 Nelms Circle Fredericksburg Va 22405	25,554	Sunday thru Friday			County	
England Run Library 806 Lyons Blvd Fredericksburg Va 22406	30,488	Monday thru Saturday			County	
Porter Library 2001 Parkway Blvd. Stafford Va. 22554	29,520	Monday thru Sunday			County	
R-Board 1259 Courthouse Rd. Suite 103 Stafford Va. 22554	1,300	Monday thru Friday			Contractor	
Social Services 1259 Courthouse Rd. 102 & 202 Stafford Va. 22554	2,400	Monday thru Friday			Contractor	
Utilities Field Ops & Warehouse 75 Coal landing Rd. Stafford va. 22555	8,800	Monday thru Friday			Contractor	

Utilities, Administration offices 2128 Jeff Davis Hwy Suites 103 & 203 Stafford Va. 22555	7,000	Monday thru Friday			Contractor	
Total Sq. Footage and Cost	271,805					

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

ADMINISTRATION CENTER

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Administration Center (Sq. ft. 80,700) 1300 Courthouse Road Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

ANIMAL CONTROL

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Animal Control (Sq. ft. 2,100) 473 Eskimo Hill Road Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

COURTHOUSE COMPLEX

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Stafford County Courthouse Complex (Sq. ft. 68,943) 1300 Courthouse Road Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

PORTER LIBRARY

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Porter Library 2001 Parkway Blvd. Stafford, VA 22554	(Sq. ft. 29,520) _____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

R-BOARD

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
R-Board (Sq. ft. 1,300) 1259 Courthouse Road, Suite 103 Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

SOCIAL SERVICES

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Social Services (Sq. ft. 2,400) 1259 Courthouse Road, Suite 102 & 202 Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

UTILITIES ADMINISTRATION OFFICES

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Utilities Administration Offices (Sq. ft. 7,000) 2128 Jefferson Davis Hwy Suites 103 & 203 Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

UTILITIES FIELD OFFICES

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Utilities Field Operations (Sq. ft. 5,000)		
Utilities Warehouse (Sq. ft. 3,800)		
71 Coal Landing Road		
Stafford, VA 22554		
Price for labor to clean area outside normal business hours/special events (per hour)	\$	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

CHICHESTER BUILDING

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Chichester Building (Sq. ft. 15,000) 1245 Courthouse Road Stafford, VA 22554	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

GYMNASTICS CENTER

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
Gymnastics Center (Sq. ft. 25,584) 500 Nelms Circle Fredericksburg, VA 224505	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR THE COUNTY OF STAFFORD

ENGLAND RUN LIBRARY

PROPOSAL #619144

	Cost Per Square Foot	Total Cost Per Year
England Run Library (Sq. ft. 30,488) 806 Lyons Blvd Fredericksburg, VA 22406	_____	_____
Price for labor to clean area outside normal business hours/special events (per hour)	\$ _____	
Provide cost of responding to an emergency call within two (2) hours (per hour)	\$ _____	

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person(s) Submitting Proposal: _____

Signature: _____

Name (Printed): _____

CUSTODIAL SERVICES FOR STAFFORD COUNTY BUILDINGS

PROPOSAL #619144

FREQUENCY							
	Daily	Semi Weekly	Weekly	Monthly	Quarterly	Annually	As Needed
Chairs, Sofas, Conference Room Chairs							
Clean/Dust	X						
Vacuum Upholstery			X				X
Shampoo				X			X
Doors & door Handles							
Clean-Disinfect	X						
Glass Doors	X						
Glass Panels	X						
Dusting							
Low Dusting		X					
High Dusting				X			
Remove Cobwebs							X
Elevator							
Interior & Exterior walls	X						
Vacuum , sweep/mop	X						
Door Tracks			X				
File Cabinets							
Dust/clean		X					
Floors-Carpeted							
Remove Debris/Polishing	X						
Vacuum	X						
Spot clean							X
Shampoo					X		X
Floors-Non Carpeted							
Grouted-Shower/Restroom							
Scrub out w/machine				X			
Disinfect w/Kaivac				X			
Floors-Non Carpeted							
Waxed Tile/Stone							
Dry Mop/Sweep	X						
Wet Mop/Auto Scrubber	X						
Buff High Traffic Ares	X						
Buff all other areas	X						
Strip & Wax					X		X
Holding Cells							
Completely Clean	X						
Disinfect w/Kaivac				X			
Ledges & Counter Tops							
Damp clean	X						

FREQUENCY

	Daily	Semi Weekly	Weekly	Monthly	Quarterly	Annually	As Needed
Lights-switch plates							
Lights cleaned				X			
Switch plates sanitized	X						
Lunch/Kitchen areas							
Conference/Training Rooms							
Appliance exterior		X					
Countertops	X						
Sinks	X						
Tables & Chairs	X						
Restroom/Shower Rooms							
Clean walls & partitions	X						
Dust Lockers	X						
Empty trash containers	X						
Floor drains fill w/water			X				
Mirrors & Chrome	X						
Mop & Disinfect floors	X						
Paper Products - Fill	X						
Sinks, Toilets & Urinals	X						
Soap Dispenser - Fill	X						
Return Air, Supply Vents and Exhaust Fans							
Dust/clean			X				
Stair, Stair Landings							
Hand Rails							
Disinfect Hand rails	X						
Sweep & Mop	X						
Vacuum	X						
Tables							
Clean/Dust	X						
Trash Containers Inside & Outside							
Empty trash containers	X						
Change liners		X					
Damp clean			X				
Walls							
Spot clean			X				
Full clean					X		
Water Fountains							
Clean & Disinfect	X						
Windows							
Interior					X		
Exterior					X		
Blinds				X			X

ALL AREAS SUBJECT TO CHANGE WITH A TWO (2) WEEK NOTICE

CUSTODIAL SERVICES QUALITY CONTROL CHECK LIST

NAME:	BUILDING:		DATE:	
BASIC CLEANING	POOR	FAIR	GOOD	
1. Uncarpeted floors have a uniform, glossy appearance and are free of dirt, dust, debris, scuff marks, stains, and other foreign matter.				
2. Baseboards, corners, wall/floor edges are free of dirt, dust, debris, scuff marks, and stains.				
3. Floor space underneath movable items are free of dirt, dust, debris, scuff marks, stains, and other foreign matter.				
4. Trash receptacles are clean, free of trash and odors. Soiled or torn liners are replaced.				
5. Public ashtrays are free of butts, ashes, odor, and stains.				
6. All interior glass (in doors, partitions, walls, display cases, etc.) are free of film, smudges, dirt, or other foreign matter.				
7. Drinking fountains are disinfected and free of streaks.				
8. Stairway floors are free of dirt, dust, debris, scuff marks, stains and other foreign matter.				
9. Stair handrails and baseboards are free of grease and grime.				
10. Carpeted areas, including area/throw rugs, and under desks are free of visible dirt, debris, litter, and other foreign matter.				
11. Interior and exterior floor mats are free of lint, litter, soil, and other foreign matter, including area under mats.				
12. Continual spot cleaning and dusting of common areas are free of dirt, grime, grease, and other foreign matter.				
13. All custodial closet and storage areas are clean, free of debris and fully stocked.				
14. All custodial equipment (scrubbers, vacuums, extractors, mop buckets, etc.) are kept clean, deodorized, and in proper working order.				
15. After stripping, scrubbing, sealing, and waxing, floors have a uniform glossy appearance that is free of scuff marks, wax build-up, and other stains and discolorations.				
16. After cleaning and shampooing carpet, the carpeted area is uniform in appearance and free of spots, stains, and discoloration. Baseboards, furniture, chairs, trash receptacles, and similar items are free of cleaning solutions and other foreign matter. All items moved are returned to original position.				

BASIC RESTROOM/LOCKER ROOM CLEANING	POOR	FAIR	GOOD
17. All surfaces of sinks, toilet bowls, urinals, lavatories, shower, mats, dispensers, plumbing fixtures, partitions, doors, walls, and other surfaces are disinfected and free of deposits, dirt, streaks, and odors.			
18. Partitions, stalls, stall doors, entry doors & hardware, and wall areas adjacent to lavatories, urinals, and toilets are disinfected.			
19. Showers, toilet bowls, and urinals are free of scale, soap film, streaks, stains, scum, rust stains, and other deposits.			
20. Entire floor surfaces are free of litter, dirt, dust, debris, mildew, residue, and other foreign matter to maintain sanitary conditions and a clean, uniform appearance.			
21. All mirrors are clean and streak free.			
22. All light fixtures, dispensers, vents, lockers, and tops of partitions are free of dust, dirt, and debris.			
23. Supplies are properly stored and adequately stocked.			

COMMENTS:

INSPECTED BY:

<p>POINTS RATING 1 TO 5 1 BEING THE LOWEST 5 BEING THE HIGHEST</p>

REFERENCE LIST

Each Offeror is required to state similar work experience in the space provided below. Give references and other detailed information that will help the Stafford County to judge the Offeror's responsibility, experience, skill, and financial standing. Proposals from inexperienced Offerors will not be considered.

[illegible]

STAFFORD COUNTY
STANDARD CONTRACT FOR SERVICES

This Contract is entered into this ____ day of _____, 20____, by and between the Board of Supervisors of Stafford County, Virginia, or its authorized agents, and the Contractor identified below for services identified herein, on the following terms and conditions. This Contract is prepared in accordance with Chapter 20 of the Stafford County Code.

1. **Definitions.**

(a) As used in this Contract, the term "County" shall mean the Board of Supervisors of Stafford County, Virginia, or the using department identified below and authorized by the Purchasing Regulations or other law to enter contracts. For purposes of this Contract, the "County" shall mean _____. (If this line is blank, the County shall mean the Board of Supervisors).

(b) As used in this Contract, the term "Contractor" shall mean:

2. Where brackets are provided beside any provision of this Contract, only those provisions which are marked shall apply. Such brackets shall be marked by the County as part of the bid process.

3. **Provision of Services.**

(a) The contractor hereby agrees to provide the following services to the County:

(b) The time, manner and place for performance of such services shall be:

4. **Time and Essence.**

Time shall be of the essence in this Contract, except where it is herein specifically provided to the contrary.

5. **County Obligations.**

(a) In return for the services identified above, the County shall pay the Contractor the following amounts:

[] (b) In addition to any provision of Paragraph 5 hereof, the Contractor agrees to grant the County a two percent (2%) discount for all invoices, provided that the County pays any invoice or other billing within ten (10) working days of receipt thereof.

6. **Termination for Convenience of the County.**

(a) The parties agree that the County may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or in part, whenever the County Administrator of Stafford County shall determine that such termination is in the best interest of the County.

(b) Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the County Administrator or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

(c) Upon receipt of such Notice, the Contractor shall:

(i) cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;

(ii) place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;

(iii) terminate all subcontracts except those made with respect to contract performance not subject to the Notice;

(iv) settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Purchasing Officer of Stafford County;
and

(v) use its best efforts to mitigate any damages which may be sustained by him as a consequence of termination under this clause.

(d) After complying with the provisions of subparagraph (c), above, the Contractor shall submit a termination claim, in no event later than six months after the effective date of their termination, unless one or more extensions of three months each are granted by the Purchasing Officer.

(e) The Purchasing Officer, with the approval of the County's signatory to this Contract, shall pay from the using department's budget reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the supplies not delivered, or the service not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

(f) In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Purchasing Officer shall pay to the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

(i) with respect to all Contract performance prior to the effective date of Notice of Termination, the total of:

(A) cost of work performed or supplies delivered;

(B) the cost of settling and paying any reasonable claims as provided in paragraph 6 (c) (iv), above;

(C) a sum as profit on (A) determined by the Purchasing Officer to be fair and reasonable.

(ii) the total sum to be paid under (i) above shall not exceed the contract price, as reduced by the amount of payments otherwise made, and as further reduced by the contract price of work or supplies not terminated.

(g) In the event that the Contractor is not satisfied with any payments which the Purchasing Officer shall determine to be due under this clause, the Contractor may appeal any claim to the Board of Supervisors in accordance with Paragraph 15 of this contract concerning Disputes.

(h) When termination for the convenience of the County is a provision of this Contract, the Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provision shall bar the

Contractor from any recovery from the County whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

7. Termination for Default

Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

8. Examination of Records.

(a) The Contractor agrees that the County, or any duly authorized representative, shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

(b) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the County or any duly authorized representative shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of such Contractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

(c) The period of access provided in subparagraphs (a) and (b) above for records, books, documents and papers which may relate to any arbitration, litigation, or

the settlement of claims arising out of the performance of this contract or any subcontract shall continue until any appeals, arbitration, litigation, or claims shall have been finally disposed of.

9. **Termination for Non-Appropriation of Funds.**

(a) If funds are not appropriated for any succeeding fiscal year subsequent to the one in which this Contract is entered into, for the purposes of this Contract, then the County may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the County shall be liable only for payments due through the date of termination.

(b) The County agrees that should it terminate in accordance with this Section, it shall not obtain services which are substantially equal to or similar to those for which this Contract was entered into. This provision shall survive any termination of the Contract.

[] 10. **Insurance.**

The Contractor shall maintain insurance, in an amount and a form set forth herein, to insure against the risks which are identified herein. The insurance required hereby shall be:

11. **Assignability of Contract.**

Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the County Administrator.

12. **Modifications or Changes to this Contract.**

(a) Change Orders. The Purchasing Officer, with the concurrence of the County's signatory to this Contract, shall without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a change order. Such orders shall be limited to reasonable changes in the services to be performed or the time of performance; provided that no Contractor shall be excused from performance under the then changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.

(b) The Contractor need not perform any work described in any change order unless they have received a certification from the County that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

(c) The Contractor shall make a demand for payment for changed work within thirty (30) days of receipt of a change order, unless such time period is extended in writing, or unless the Purchasing Officer required submission of a cost proposal prior to the initiation of any changed work or supplies. Later notification shall not bar the honoring of such claim or demand unless the County is prejudiced by such delay.

(d) No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

[] 13. **Warranties:**

[] 14. **Additional Bond Security.**

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to the County, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interest of the County and a person supplying labor and materials in the prosecution of work contemplated by this Contract.

15. **Disputes.**

Disputes with respect to this Contract shall be decided in the first instance by the Purchasing Officer, who shall produce his decision in writing and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless, within thirty (30) days from the date of such decision, the Contractor mails or otherwise furnishes the Purchasing Officer with a written appeal addressed to the County Administrator. The decision by the County Administrator shall be final and binding unless within ten (10) days from the date of receipt of the decision of the County Administrator, an appeal is made to the Board of Supervisors in accordance with Section 15.2-1245, et seq., of the Code of Virginia, (1950), as amended. The decision of the Board of Supervisors shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as to necessarily imply bad faith, or not to be supported by any evidence. Pending the final determination of a properly appealed decision of the Purchasing Officer the Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

16. **Nondiscrimination.**

During the performance of this contract, the Contractor agrees as follows:

(a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) Contractor shall state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor is an equal opportunity employer.

(c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient compliance with this provision. Contractor shall include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

[] 17. **Additional Terms and Conditions.**

18. **Integration Clause.**

This Contract shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

19. **Legal Status**

All individuals performing work pursuant to this contract must be U.S. Citizens or possess documents that allow them to be employed and work in the United States.

20. **Faith-Based Clause.**

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia Section 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

County Representative

Title

Contractor or Duly Authorized
Representative (Print Name)

Title

Revised 8/27/07